

PROPOSED PROCEDURAL IMPROVEMENTS

(Forwarded 4 March 1958)

Chief, Support Staff, WE Division

4 March 1958

Management Staff, DD/P Area

WE/SS Study - Logistics Section Interim Report on Procedures

1. Although there are many problems to resolve, the internal processing procedures of the Logistics Section are not involved and no major changes are proposed. However, the following items represent minor improvements which have the approval of the Section Chief:

- a. A review of dispatches initiated in the past few weeks indicated that the Logistics Clerk was preparing transmittal dispatches for some items that could have been sent by non-accountable pouch. This has now been discontinued.
- b. Except for requisitions, a records disposal plan has not been applied to the files which include material back through 1952.

Recommendation: Although the volume is not great, a scheduled records retirement plan should be effected.

- c. A 3 x 5 abstract is used to log and control both "in" and "out" dispatches. The "in" abstract is prepared by RI and is received with the dispatch. The "out" abstract is prepared by the Logistics Clerk at the time of release. The Registry logging system is adequate and no log or control should be necessary in this small section where the items in question can be located in the file or on the desk of one of the four persons. Neither the B & F Section or Personnel and Training Section find this control necessary.

Recommendation: Discontinue maintenance of the abstract control file.

- d. A 3 x 5 abstract control on cables is maintained, as described above, for dispatches. Neither the B & F Section or Personnel and Training Section use this system which does require extra writing. (39 "in" cables for January - only 9 required action)

Recommendation: Discontinue the abstract control file.

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